



EMPLOYEES' STATE INSURANCE CORPORATION

PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI

Website address: www.esic.nic.in

(ISO 9001-2008 Certified)

No.: G-32/11/6/56/05-ISD(Laptop)

Dated: 03.12.2010

To

**All the Regional Directors/ Joint Director
Medical Superintendents of ESIC Hospitals,
All the SSMCs/SMCs /D(M)D/JD, NTA
ESIC Regional/Sub Regional Offices**

Sub.: Provision of Laptop for Officers dealing with Administrative works

Dear Sir/Madam,

Director General has approved provision of Laptop for (i) Dy. Medical Commissioners (Hqrs.) (ii) Dy.Med.Suptds & Incharge (Medical Stores) (iii) Dy.Director(EDP), Regional Offices, (iv) Additional Directors In-charge (Medical Stores) D(M)D and (v) Executive/Superintending Engineers, to facilitate administrative work, proposals and policy matters handled by them.

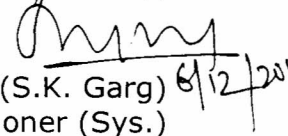
Accordingly laptops available on DGS&D Rate Contract with three years warranty comprising of, antivirus for one year and MS Office Standard software within a cost ceiling of Rs. 80,200/- (plus taxes as may be applicable) may be procured by the respective Controlling Officers for the aforesaid officers, preferably of such make for which local after sales service should be available.

The officers at the time of superannuation/quitting ESIC will be required to return the said laptop to their Controlling Units for re-issue to the entitled Officer(s) will retain the said laptop during transfer to other ESIC locations where they shall not indent another except in case of officers mentioned at ii), iii) & iv) above.

Fresh purchase of laptops should not be made for the officers who have already been provided with laptop earlier.

This issues with the approval of Financial Commissioner.

Yours faithfully,


(S.K. Garg) 6/12/2010

Additional Commissioner (Sys.)

Copy to : 1. Director (Finance), ESIC Hqrs. Office, New Delhi.
2. Guard File